

## RESOLUTION NO. 2012-28

### **A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SEDONA, ARIZONA, ESTABLISHING LICENSING TIME FRAMES FOR CITY PERMITS, LICENSES, CERTIFICATES, REGISTRATIONS, OR SIMILAR FORMS OF PERMISSIONS REQUIRED BY LAW.**

WHEREAS, the Legislature established the Regulatory Bill of Rights (SB 1598), effective July 20, 2011, including the requirements set out in A.R.S. § 9-835 to have in place by December 31, 2012, overall time frames during which the City will either grant or deny each type of license that it issues, and

WHEREAS, the statute further requires that the overall time frame be divided into an administrative completeness review time frame and a substantive review time frame, and prioritize the time frames that have the greatest impact on the public, using the criteria of A.R.S. § 9-835.C, and

WHEREAS, pursuant to A.R.S. § 9-834.A licensing decisions must be based on requirements or conditions that are authorized by statute, rule, ordinance or code, and

WHEREAS, the overall time frames for City licensing is a "substantive policy statement" (A.R.S. § 9-831.6) that shall be published in a directory of documents per A.R.S. § 9-837,

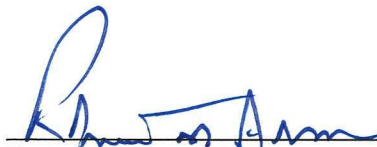
NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND THE COUNCIL OF THE CITY OF SEDONA, ARIZONA, THAT:

1. *Adoption of Licensing Time Frames.* The description, administrative time frame, substantive time frame, and referenced authority for the City licenses are hereby adopted as set forth in Exhibit A incorporated herein by reference. Additions, deletions, and modifications to the time frames may be made by approval of the City Manager as long as they comply with A.R.S. § 9-835, and any fees published pursuant to A.R.S. § 9-499.15.

2. *Publication.* Licensing time frames shall be published in the directory of documents placed prominently on the City website.

3. *Abandonment of Applications.* In the event the applicant cannot furnish the required information to the City staff in a notice of insufficiency given in the administrative review time period, or its suspension and extension, per A.R.S. § 9-835.E, within a reasonable time after the administrative time frame expires, the City shall notify the applicant that the application is considered abandoned.

PASSED AND ADOPTED by the Mayor and Council of the City of Sedona, Arizona, this 11<sup>th</sup> day of December, 2012.

  
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Robert M. Adams, Mayor

ATTEST:

  
Susan L. Irvine, CMC, City Clerk

APPROVED AS TO FORM:

  
Mike Goimarac, City Attorney

City of Sedona  
 Community Development Department  
 SB 1598 Compliance (A.R.S. Chapter 7, Article 4, §§ 9-831 through 9-840)

### **Affected City of Sedona Codes**

City Code Title 15  
 Land Development Code, Articles 1-19

#### **Time requirements:**

9-835. Licensing time frames; compliance; consequence for failure to comply with time frame; exception

A. For any new ordinance or code **requiring a license**, a municipality shall have in place an **overall time frame during which the municipality will either grant or deny each type of license** that it issues. The overall time frame for each type of license shall state separately **the administrative completeness review time frame and the substantive review time frame**.

9-831 2. "License" includes the whole or part of any municipal permit, certificate, approval, registration, charter or similar form of permission required by law.

<b>License/Permit</b>	<b>Administrative Completeness</b>	<b>Substantive Review Time Frame</b>	<b>Overall</b>	<b>Authorizing Code</b>
Accessory Dwelling Unit	21 calendar days	21 calendar days	42 calendar days	LDC Art 6 & 9
Addition/ Remodel	21 calendar days	21 calendar days	42 calendar days	City Code Title 15
Commercial (under 2000 sq ft)	30 calendar days	21 calendar days	51 calendar days	City Code Title 15 LDC Art 6 & 9
Commercial (2001 – 5000 sq ft)	45 calendar days	45 calendar days	90 calendar days	City Code LDC Art 6 & 9
Commercial (5001 and greater)	60 calendar days	90 calendar days	150 calendar days	City Code Title 15 LDC Art 6 & 9
Electrical & Gas	21 calendar days	21 calendar days	42 calendar days	City Code Title 15
Fence Permit	21 calendar days	21 calendar days	42 calendar days	LDC Art 9
Film Permit	7 calendar days	7 calendar days	14 calendar days	LDC Art 4
Manufactured Home	21 calendar days	21 calendar days	42 calendar days	City Code Title 15
Multi-Family (Under 10 units)	30 calendar days	21 calendar days	51 calendar days	City Code Title 15 LDC Art 6 & 9
Multi-Family (10 - 40 units)	45 calendar days	45 calendar days	90 calendar days	City Code Title 15



Exhibit A

License/Permit	Administrative Completeness	Substantive Review Time Frame	Overall	Authorizing Code
				LDC Art 6 & 9
Multi-Family ( 40 units or more)	60 calendar days	90 calendar days	150 calendar days	City Code Title 15 LDC Art 6 & 9
Permit Extension	7 calendar days	21 calendar days	28 calendar days	City Code Title 15
Photovoltaic System	21 calendar days	21 calendar days	42 calendar days	City Code Title 15
Sign Permit	21 calendar days	21 calendar days	42 calendar days	LDC Art 11
Sign Walkers	7 calendar days	7 calendar days	14 calendar days	City Code Title 8
Solar Hot Water	21 calendar days	21 calendar days	42 calendar days	City Code Title 15
Tenant Occupancy	21 calendar days	21 calendar days	42 calendar days	City Code Title 15
Tenant Improvement	21 calendar days	21 calendar days	42 calendar days	City Code Title 15
Temporary Sign	7 calendar days	21 calendar days	28 calendar days	LDC, Art 11
Temporary Use Permit (minor)	7 calendar days	21 calendar days	28 calendar days	LDC Art 4
Temporary Use Permit (major)	21 calendar days	30 calendar days	51 calendar days	LDC Art 4
Swimming Pool & Spa	21 calendar days	21 calendar days	42 calendar days	City Code Title 15
City of Sedona Business License	7 calendar days	40 calendar days	47 calendar days	City Code Title 5
Single Family Residence	21 calendar days	21 calendar days	42 calendar days	City Code Title 15

Development Review, Conditional Use Permits, Variances and Appeals, Administrative Waivers, Zone Change Requests, Subdivisions, and other review processes subject to the City of Sedona Land Development Code are subject to the regulations and processes outlined in the applicable sections of the Code and are not subject to the SB1598 time frame requirements.

Exhibit A

City of Sedona  
Public Works Department  
SB 1598 Compliance (A.R.S. Chapter 7, Article 4, §§ 9-831 through 9-840)

<b>License/Permit</b>	<b>Administrative Completeness</b>	<b>Substantive Review Time Frame</b>	<b>Overall</b>	<b>Authorizing Code</b>
Right of Way (no council approval)	14 calendar days	20 calendar days	34 calendar days	City Code 12.05
Sidewalk Dining	14 calendar days	90 calendar days	104 calendar days	City Code 5.30
Private Road Acceptance	20 calendar days	90 calendar days to Council	110 calendar days	City Code 12.05
Sewer Connection	10 calendar days	14 calendar days	24 calendar days	City Code 13.15
Street Name	7 calendar days	60 calendar days to Council	67 calendar days	City Code 12.20
Grading and drainage (less than one acre)	14 calendar days	30 calendar days	44 calendar days	Land Development Code 805
Grading and Drainage (one acre or more)	14 calendar days	60 calendar days	74 calendar days	Land Development Code 805
Development Review	Subject to Land Development Code Permits Time Frames	Subject to Land Development Code Permits Time Frames		Land Development Code Section 8 Article 4

Notes:

1. Time to conduct public meetings, including hearings, commission meetings, and City Council meetings shall extend these time frames by the time required for such public meetings.
2. Development Review, Conditional Use Permits, Variances and Appeals, Administrative Waivers, Zone Change Requests, Subdivisions, and other review processes subject to the City of Sedona Land Development Code are subject to the regulations and processes outlined in the applicable sections of the Code and are not subject to the SB1598 time frame requirements.
3. Nothing above shall be intended to prohibit issuance of a license with conditions that may require modification of the submitted proposal for implementation or to prohibit denial of a request for permit.